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SECRET

PREPARATION OF SPECIAL INTELLIGENCE COLLECTION REQUIREMENTS

1. Purpose:

   a. To fill gaps in available information
   b. To stimulate field reporting on given subject
   c. To guide field collectors

2. Qualifications for preparing Collection Requirements:

   a. Knowledge of the subject
   b. Imagination
   c. Ability to express clearly and simply

3. Types of Collection Requirements:

   a. Spontaneous (General)
   Requests Initiated by the analyst for the collection of information from all sources (IAC agencies, non-IAC agencies, CIA collection facilities.)

   b. [redacted]

   c. [redacted]

   d. [redacted]

25X1C

4. Steps in the Preparation of a Collection Requirement

   a. 7 Steps Taken by the Analyst

      1. Checks abstract file.
      2. Exploits Library Facilities.
      3. Coordinates rough draft of requirements with other Office components concerned.
      4. Checks with "opposite numbers" in other agencies.

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4. a. (Continued)

5. Prepares memorandum of requirements for St/I Staff.
6. Indicates degree of need.
7. Suggests appropriate collection agency.

b. 7 Steps Taken by the Intelligence Information Staff

1. Edits and checks for clarity.
2. Insures that coordination has been effected.
3. Reviews suggested sources.
4. Consolidates, when appropriate, with other requirements already submitted.
5. Assigns an RD number to "spontaneous" requirements submitted.
6. Reproduces requirement (by stencil) on Form 70-49 for transmittal to OCD.
7. Maintains "Action Folder" on original requirement and all subsequent responses until the requirement is satisfied and the case is closed.

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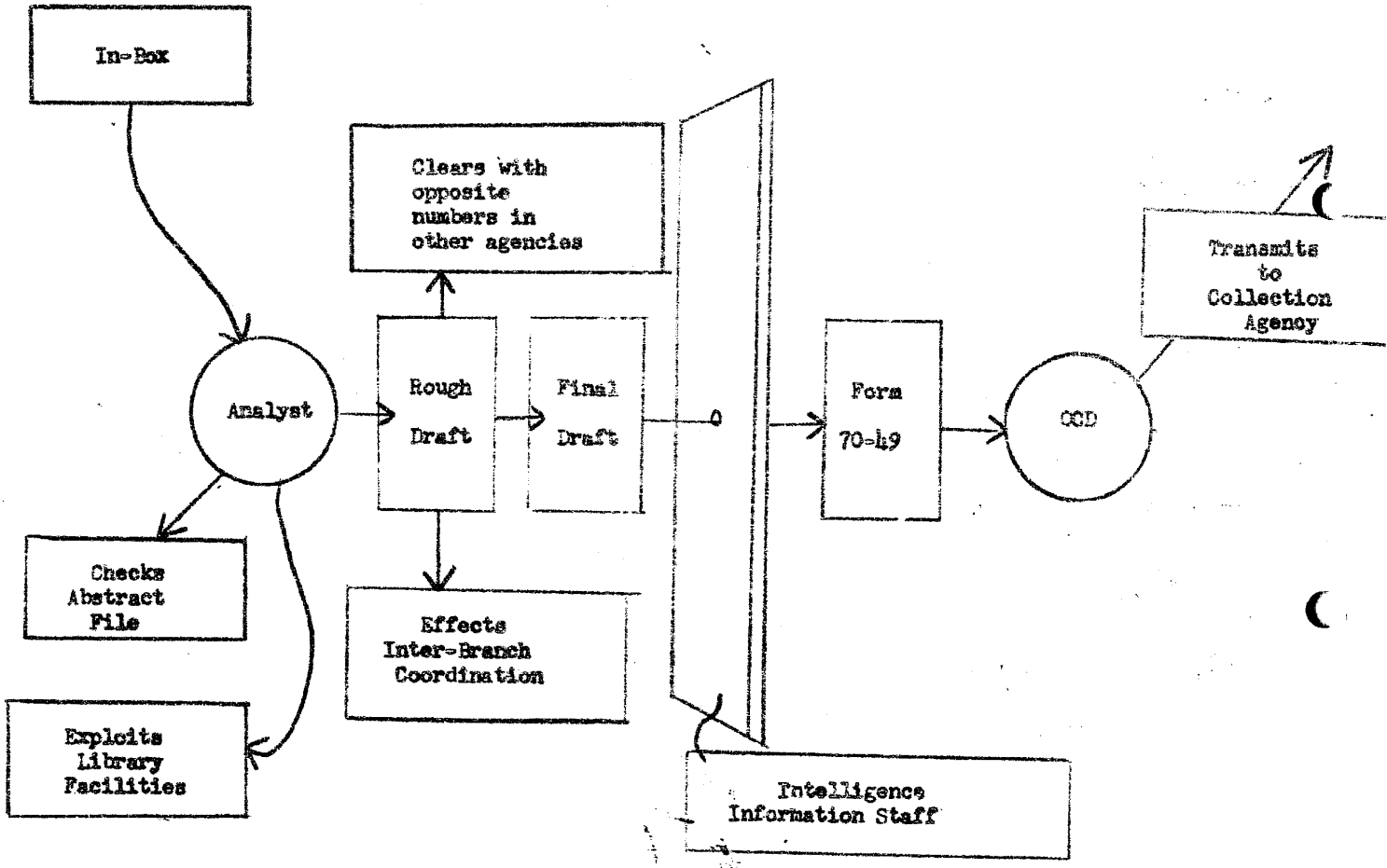
STEPS IN THE PREPARATION OF AN INTELLIGENCE COLLECTION REQUIREMENT



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